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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: GENERAL SERVICES DIRECTOR**

**DEFINITION**

Under executive direction, to plan, organize, direct and review the activities of the City's fleet operations and building maintenance section; to plan, organize, direct, supervise and coordinate the acquisition, disposition and lease negotiation of real estate for City Departments; to maintain the Capital Improvement Planning in relation to City facilities; to do related work as required.

**REPORTS TO:** Assistant City Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant City Manager. Exercises general direction over professional, para-professional and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Develop, plan and implement the General Services Department goals and objectives; recommend and administer policies and procedures.
- Plan, direct and organize the operations of the General Services Department and effectively budget, allocate and utilize Department sources.
- Coordinate General Services Department's activities with other departmental and outside agencies and organizations; provide staff assistance to the City Council and relevant boards and commissions; and prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the General Services Department's work plan; assign work activities, projects and programs; monitor work flow; and review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the General Services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; estimate and anticipate annual revenues and assure proper collections; and implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; and maintain high standards necessary for the efficient and professional operations of the General Services Department.
- Represent the General Services Department and interests of the City to outside groups and organizations; and provide technical assistance as necessary.
- Oversee and develop capital facilitation planning needs and identify possible funding strategies; implement approved projects.
- Oversee and direct general maintenance, including but not limited to, the work of carpenters, electricians, painters, plumbers, building maintenance workers and air conditioning technicians in the construction, maintenance, installation, repair and alterations of City buildings, equipment and facilities.

- Oversee and direct through subordinate supervisors, the work of employees engaged in dispatching motor pool vehicles, collecting and analyzing data, renting and leasing equipment and the maintenance and repair of vehicles and equipment.
- Establish and maintain uniform policies for purchasing, renting and leasing, maintaining and marketing equipment; determine, in conjunction with user departments, types of equipment to be purchased; prepare new equipment specifications and advise on acceptance of submitted bids; establish and supervise operation of an equipment dispatching systems.
- Oversee and direct through subordinate supervisors, the operation of rental and leasing, equipment and shop accounting and records systems; supervise the preparation of monthly and annual cost and operation reports for the division; supervise establishment, maintenance and control of the fleet management information retrieval system.
- Oversee and direct through subordinate supervisors, manage the review of work orders, preparation of time and material estimates, preparation of sketches and diagrams and the establishment of priorities.
- Oversee and direct through subordinate supervisors, preparation and development of plans and specifications and cost estimates for building maintenance, repair and alteration activities.
- Assist in developing of specifications for maintenance and repair contractual services, such as air conditioning, heating, elevator equipment and janitorial services; administer contracts.
- Oversee and direct through subordinate supervisors, prepared specifications for specialized equipment such as air conditioning units and shop tools.
- Plan, assign, supervise, review and participate in the technical activities of appraisal, lease negotiation, disposition and other real property services.
- Coordinate property services activities with other City departments and divisions, and with outside agencies.
- Maintain records of work accomplished and prepare reports.
- Insure that all applicable safety regulations are adhered to.

## **QUALIFICATIONS**

### **Knowledge of:**

- Fleet and building operations policies and procedures.
- Equipment and financial record-keeping practices.
- Materials, methods, practices and equipment used in vehicle and building maintenance.
- Theory and operation of automatic control equipment and mechanical computers.
- Operations of air conditioning and heating equipment.
- Occupational hazards and standard safety precautions necessary in the work place.
- Principles of organization, administration, budget and personnel management.

### **Ability to:**

- Plan, organize and assign the work of a varied staff of employees.
- Analyze administrative and technical problems and make sound policy and procedural recommendations to their solution.

- Prepare and develop plans, specifications and cost estimates of equipment, materials and supplies.
- Order necessary equipment, materials and supplies.
- Prepare comprehensive reports.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, engineering or a related field.

Experience: Five years' supervisory experience in skilled building maintenance and fleet management including experience with varied types of motorized equipment, maintenance management systems, building maintenance control systems, air conditioning and heating systems, purchasing and disposal maintenance.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** General Services Director

**TO:** Assistant City Manager